

NATIONAL WEATHER SERVICE INSTRUCTION 90-301

AUGUST 7, 2015

Staffing and Organization

Table of Organization, NWSPD 90-3

TABLE OF ORGANIZATION

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>

OPR: CFO2 (D.Murray)

Certified by: CFO/CAO (J. Potts)

Type of Issuance: Routine

SUMMARY OF REVISIONS:

This directive supersedes NWSI 90-301, *Table of Organization*, dated January 19, 2004. Wording added to (7).

Signed

John E. Potts
Chief Financial Officer/Chief
Administrative Officer

July 24, 2015

Date

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1. Introduction. The National Weather Service (NWS) Policy Directive 90-3 establishes the policy for the development and maintenance of the National Oceanic and Atmospheric Administration (NOAA) Table of Organization (TO). It is the official table of organization for NOAA. The NWS is responsible for its portion of the NOAA TO.
 2. Purpose. This policy provides information for the Financial Management Centers (FMC) to make changes to their authorized positions in the NOAA TO. The following would initiate a TO change request: establishing a new position(s), changing a grade or series, or establishing a position reassignment.
 3. Required Procedures for Making a Change to the NOAA TO:

CFO/CAO creates a standard template to be completed by FMCs for changes to the authorized positions, to be submitted to the CFO/CAO office.

- a. FMC will prepare TO change request form. It must be completed with the following information:
 - (1) Date of request
 - (2) Specifics of change including details on grade, career ladder, series, organization, billet number
 - (3) Justification of change
 - (4) Organizational impact
 - (5) Impact on morale or career advancement of other employees in the organization
 - (6) Budgetary impact
 - (7) Union notification and review required if impacts BU position
 - (8) Coordination with appropriate Human Resources office

- b. CFO/CAO Budget and Program Analysis Division (CFO1) reviews all requests submitted from FMCs. CFO/CAO Management and Organization Division (CFO3) will review each request to ensure it complies with all OPM/DOC/NOAA personnel policies and/or procedures. CFO/CAO will make recommendations to the DAA on whether to approve or disapprove the change.
- c. If approval of the change request is given by the NWS DAA, CFO1 then updates the NOAA TO to reflect the approved change.
- d. CFO/CAO Budget and Program Analysis Division (CFO1) establishes new billet numbers.
- e. FMCs enter appropriate billet numbers on the SF52's and NOAA Human Resources (HR) is responsible for aligning billet numbers with the correct incumbent.

Appendix A

NATIONAL WEATHER SERVICE
REQUEST FOR CHANGE TO THE TABLE OF ORGANIZATION

Date of the request:

Office Director Signature: _____

What is the requested change for your FMC? Please provide details on grade, career ladder, series. Include the NFC organization code(s) and the billet number(s) that are impacted.

What is the rationale for this request?

What is the organizational impact of this change? Will this request set a precedent requiring adjustments in other organizational entities within the NWS?

Will this change impact the morale or career advancement of other employees in your organization?

What is the budgetary impact of this change?

Does this change require notification and review by the NWS Employee Union?

Have you coordinated this change with your Human Resource Office?

NWSEO Union Representative

Concur

Date

Recommendation from CFO's Office

Approved Date

Not Approved Date

Approval by Deputy Assistant Administrator

Approved Date

Not Approved Date